

A MEETING OF THE BOARD OF TRUSTEES 2017-18 WAS HELD  
AT 5PM ON 17 APRIL 2018 IN THE BOARD ROOM

18 April 2018

BT-183-M1

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## MINUTES

Present: John Palmer, Sam Hanys, Leo Yang, Dickens Ngoma, Joseph Scarf, Hersh Patel, Rahul Mathasing, Ashlea Prescott, Richard Taylor, Andy Doyle, Doug Livingston George Etherington, Oliver Norman.

In attendance: Trevor Page, Paul Barlow, Andy Meakin, Sue Lucas (Secretary),

1. Apologies: Edward Radford, Elliya Gemili.
2. Register of interests.  
Any updates please notify SL(S).  
*Members should note that items discussed at this meeting are commercially sensitive and confidential.*
3. **To approve the minutes of the previous meeting and to deal with matters arising not elsewhere on the agenda – BT-182-M2**  
*Minutes available for download on the papers website.*  
**The minutes were approved.**
4. **To note the minutes of Sub-committees.**
  - a) PMSC – GE gave a roundup of agenda items discussed in the meeting that immediately preceded this one, noting the report on Gender pay which shows a 3% gap on males to females and the feed back from Executive appraisals. The Board requested that congratulations be given to Louisa and Rhonda for their hard work in completing the Gender Pay Gap report and submitting it before the deadline.
5. **To receive the Audited Accounts** – Grant Thornton have been unable to complete the accounts to be present at this meeting due to a software issue. The accounts will be circulated to the Board before an additional meeting is called to sign-off.
6. **To receive a Finance Report**
  - a) **February management accounts.**  
SH present the financial commentary noting that we are still awaiting the ruling of the VAT tribunal which is expected within the next few days. We will continue to run the 15 VAT exempt events as planned until we receive the judgement.



February Financial  
Commentary.pdf



18 Management  
Accounts .pdf

### Commercial performance

Venue are currently trading on par with last year on both budget and profit following an improved GP in February. A price increase on door entry on Tues, Wed and Fri nights should result in an income lift of c£120 -£150k/yr. which will help to offset the NMW increase on student staff wages. Catering are trading ahead of budget but GP is down. Shops trading was as expected in February but they remain behind on sales whilst, overall, profit is above budget. Rents – An agreement has been reached with a beautician for the empty unit and it is hope that they will move in during this term. SH continued with a step by step breakdown of the reforecast for both income and expenditure. The Board were encouraged by the figures presented which highlighted the Union's current position as a result of an over-egged budget and not a commercial trading issue. [The Board actioned TP, PB, AM, Gary Chamberlain \(Head of Finance\), SH, LT](#)

(HR) and student Board members Apr, JS to look at areas of possible cost cutting and report back to the next board meeting, 12<sup>th</sup> June 2018.

**Financial report and commentary received**

**7. To receive a verbal update on the finalised budget bid to the University – PB**

PB noted the deadline for the budget bid, 20<sup>th</sup> June 2018 and that, as stated in previous submissions, we will be requesting funds for an additional member of staff for London based on the impact of increased student numbers. DL suggested that this should be risk managed by contracting on a fixed term.

**8. To note updates to the Data Protection Policy in line with the forthcoming GDPR regulations – PB**

The Board discussed and noted the progress made toward GDPR compliance. PD proposed that a dedicated member of staff on a fixed term of 6 months should be employed to help achieve compliance, adding that, those members of staff currently working towards GDPR had other commitments. The Board rejected the proposal and suggested that a member of staff be moved from their current role to fulfil DPO role and that other members of staff should help fill the gap.



Update on GDPR  
progress 17Apr18.pc

**9. To receive a report from the Executive.**

GE presented a progress update of the strategic plan stating that progress was slow in some areas but noted the 'Your Enterprise' success, 3 members of the Exec will be travelling to Australia to meet University partners and Alumni to discussing developing connections.



B.O.T. Plan  
17.04.18.pdf

**To receive and approve a report from the Interim Union Directors.**

AM briefed the Board on the details of the phased price increases currently being introduced for LSU night events. The phased price increase will improve GP and offset the ongoing cost rise. The increased door prices were introduced at the beginning of term three and there have been no reported knock backs by students. There will also be increases on selected lines which have remained static for a considerable length of time. The price increase allows for a margin to discounted pre-sale tickets - a measure introduced to combat recent crowd issues. AM continued with an update on the purchase and deployment of a crowd safety barrier system that will be shared with the University, the recruitment progress for the Deputy Director Commercial Services and the additional stretch on manpower within the department following the resignation and departure of Duty Manager Chris Blick. AM reassured the Board that there would be adequate cover provided by utilising senior staff and student AVM's on quieter nights.

PB continued by noting that both Directors had been involved in the annual appraisals for managers and heads of service and the general feed back was that overall, morale was good. PB also reported that Loughborough University had returned to top spot in the Times Student Experience Survey and that the Union had been nominated in three categories at the WhatUni Awards - results to be announce on the 19<sup>th</sup> April in London.



Feb 18 UD's  
Repot.pdf

**a) To note and approve the Risk Register.**

The Board requested that the Risk Register be resubmitted in a more useful format, concentrating on 10-12 corporate risks whilst department risk registers are reviewed and approved during management meetings.

**10. Items referred from Union Affairs**

a) Ratification of Executive Election results – *Ratified*

b) To approve the candidates pack for the Executive Officer By-Election.

APr noted that the Union's Constitution offered no guidance on the election of a vacant position and asked the Board to consider the option of not running a by-election. The Board discussed the possibility of merging the positions of VP Finance and VP Affairs. The Board voted by majority in favour of a By-Election and the candidates pack was approved.



by election  
candidates pack.pdf



2018 Executive  
results.pdf

**11. Institutions.**

a) **University.**

b) **College.**

JP noted that John Doherty, CEO Loughborough College will be invited to attend the next Trustee Board meeting to discuss FE college student engagement.

**12. Any other business**

**13. Date of the next meeting: 12 Jun 2018**